

WASHINGTON SERVICE CENTER
VACANCY ANNOUNCEMENT

VACANCY IDENTIFICATION NUMBER: [WA118406](#)

NOTE: 05-01-2002, VACANCY ANNOUNCEMENT REVISED TO REFLECT THE NEW OCCUPATIONAL SERIES AND POSITION TITLES OUTLINED IN THE GS-2210 SERIES OCCUPATIONAL STANDARD FOR INFORMATION TECHNOLOGY MANAGEMENT. THE NEW STANDARD REPLACED THE GS-0334 SERIES STANDARD FOR COMPUTER SPECIALIST.

OPENING DATE: [Aug 20, 2001](#)

CLOSING DATE: [Indefinite](#)

POSITION: INFORMATION TECHNOLOGY SPECIALIST , [GS - 2210 - 05/ 12](#)

NUMBER OF POSITIONS: [Many](#)

PROMOTION POTENTIAL: [GS - 12](#)

SALARY:

GS-5: \$31,832 - \$41,383

GS-7: \$38,012 - \$49,430

GS-9: \$44,786 - \$58,218

GS-11: \$50,021 - \$65,022

GS-12: \$57,453 - \$74,686

THIS IS A [Career/Career Conditional](#) **POSITION**

EMPLOYING AGENCY:

Department of Commerce

Bureau of the Census

Headquarters: **Suitland, MD**

APPLICATIONS WILL BE ACCEPTED FROM: [These positions are open to the public. All qualified applicants may apply. The positions may be filled as a temporary, term, or permanent appointment.](#)

MAJORS DUTIES: The Bureau of the Census is seeking persons to fill Information Technology (IT) Specialist positions in the specialties and grade levels listed below:

Applications Software, GS-5 through GS-12

Systems Administration, GS-5 through GS-12

Network Services, GS-5 through GS-12

Data Management, GS-11 and GS-12

Follow these steps to apply:

1. First determine whether you meet the qualification requirements for the kind of position and grade level in which you are interested (Please note that for positions above the entry level, specialized experience requirements are different for each of the specialty areas and grade levels). In the application questionnaire, you will be asked to choose the specialty area(s) for which you want to be considered. Since you probably will not be equally qualified for positions in each of the specialty areas, and may not qualify at all for some positions, please select only the specialty area(s) for which you are qualified.

2. Prepare your application materials.

A. Questionnaire electronic at <http://www.usajobs.opm.gov/cen0334.htm> or hard copy)

B. Resume

C. Transcript

D. Other material

3. Submit your application materials (FAX to 1-800-601-8952).

FAILURE TO PROVIDE COMPLETE INFORMATION MAY RESULT IN YOUR NOT RECEIVING CONSIDERATION FOR THIS POSITION.

QUALIFICATION REQUIREMENTS:

1. You must be a United States citizen to apply.

2. To be eligible for Federal employment, male applicants born after December 31, 1959, must certify at the time of appointment that they have registered with the Selective Service System, or are exempt from having to do so under Selective Service law.

3. You must meet the basic requirements for an IT Specialist. For a specific grade level, you must meet those requirements.

4. If you qualify based on a combination of education and experience use the following guidelines: to combine your education and experience, you must convert each to a percentage and then add the percentages. The combined total of your percentages of education and experience must equal at least 100% to qualify.

Experience: to determine your percentage of qualifying experience, you must divide your total number of months of qualifying experience by 12 -the required number of months experience.

Education: if your education is currently described in quarter hours, convert the quarter hours into semester hours by multiplying the quarter hours by the fraction 2/3. To compute your percentage of education, take the number of graduate-level semester hours you completed beyond the minimum amount listed for the grade level and divide it by the number of semester hours required by your school for one academic year of full-time graduate study or by 18 if you cannot determine the number of semester hours required by your school.

Basic Requirements for an IT Specialist and GS-5 Qualifications :

You have (or within 9 months will have) a bachelor's degree (or its equivalent -- at least 120 semester hours of progressively higher level undergraduate study) with a major in:

- Computer Science
- Information Science
- Information Systems Management
- Mathematics
- Statistics
- Operations Research
- Engineering,
- Another major which provided knowledge equivalent to a major in a computer field. **OR,**

You have at least three years (36 months) of work experience that provided a basic knowledge of data processing functions and general management principles such that you understand the stages required to automate a work process. This experience was gained in work such as computer assistant, program analyst, or other positions that required the development or adaptation of computer programs and systems. **OR ,**

You have a combination of undergraduate education (less than 120 hours) and work experience described for a GS-5 (less than 3 years).

APPLICATIONS SOFTWARE SPECIALIZATION -- GS-7 Qualifications:

You have (or within 9 months will have) a bachelor's degree **AND** superior academic achievement defined as one (or more) of the following:

- Membership in a national honor society,
- Graduating in the upper 1/3 of the class,
- Earning an undergraduate grade point average of at least 2.95 (on a 4.0 scale) in the final 2 undergraduate years completed,
- Earning a cumulative undergraduate GPA of at least 2.95,
- Earning an undergraduate GPA of at least 3.45 in the major during the final 2 undergraduate years completed,
- Earning a cumulative undergraduate GPA of 3.45 in the major **OR ,**

You have (or within 9 months will have) completed one year of graduate education in one of the majors listed above. **OR,**

You have been in an IT Specialist (Applications Software), GS-2210-5 position for at least one year. **OR,**

You have at least one year of work experience developing and testing software programs or developing and testing portions of more complex systems using 3rd and 4th generation languages such as C, C++, SAS, Developer 2000, Power Builder, Visual Basic, FORTRAN, and COBOL. Higher level programmers established program requirements. Your assignments and the steps to follow usually were defined by your supervisor or by standard operating procedures, and your work was checked closely for accuracy and adequacy. You were expected to recognize when deviations from standard procedures were necessary and to recommend appropriate changes. **OR,**

You have a combination of graduate education and work experience described above for a GS-7 IT Specialist (Applications Software) that equates to one year of experience.

APPLICATIONS SOFTWARE SPECIALIZATION -- GS-9 Qualifications

You have (or within 9 months will have) a master's degree, or completed two years of progressively higher-level graduate education leading to a master's degree, in one of the majors listed above. **OR,**

You have worked in an IT Specialist (Applications Software), GS-2210-7 position for at least one year. **OR,**

You have at least one year of experience writing software in a production environment that requires a good working knowledge of the syntax, capabilities, and limitations of a programming language, as well as working knowledge of and experience with the operating system under which the software operates. The scope of your assignments were most often defined for you, but you used some judgment in selecting specific approaches and, when necessary, made minor changes to adapt the methods to your specific work situations. Your analytical methods and results, and written products were closely reviewed for technical and analytical adequacy. **OR,**

You have a combination of graduate education (more than 1 academic year) and work experience described above for a GS-9 IT Specialist (Applications Software) that equates to two years of experience.

APPLICATIONS SOFTWARE SPECIALIZATION -- GS-11 Qualifications

You have (or within 9 months will have) a Ph.D., or completed three years of progressively higher-level graduate education leading to a Ph.D., in one of the majors listed above. **OR,**

You have worked in a IT Specialist (Applications Software), GS-2210-9 position for at least one year. **OR,**

You have at least one year of experience designing and developing software in a production environment that requires a thorough knowledge of the syntax, capabilities, and limitations of a programming language, as well as responsibility for implementation of the software, and detailed knowledge of and experience with the operating system under which the software operates, including the interaction between production programs and the operating system. Your analytical approaches and results were very generally reviewed for technical and professional adequacy. **OR,**

You have a combination of graduate education (more than 2 academic years but less than 3) and work experience described for a GS-11 IT Specialist (Applications Software) that equates to three years of experience.

APPLICATIONS SOFTWARE SPECIALIZATION -- GS-12 Qualifications

You have worked in an IT Specialist (Applications Software), GS-2210-11 position for at least one year. **OR,**

You have at least one year of experience designing and developing software systems in a

production environment, based on interviews with customers and translation of very general requirements; a thorough knowledge of the syntax, capabilities, and limitations of a programming language, as well as responsibility for implementation of the software. Your work required that you have knowledge of and experience with the operating system under which the software operates, including the interaction between production programs and the operating system. Your assignments regularly included developing solutions to difficult problems that did not have readily available precedents. Your work was generally reviewed only for adherence to accepted standards.

SYSTEMS ADMINISTRATION SPECIALIZATION -- GS- 7 Qualifications:

You have (or within 9 months will have) a bachelor's degree **AND** superior academic achievement defined as one (or more) of the following:

- Membership in a national honor society,
- Graduating in the upper 1/3 of the class,
- Earning an undergraduate grade point average of at least 2.95 (on a 4.0 scale) in the final 2 undergraduate years completed,
- Earning a cumulative undergraduate GPA of at least 2.95,
- Earning an undergraduate GPA of at least 3.45 in the major during the final 2 undergraduate years completed,
- Earning a cumulative undergraduate GPA of 3.45 in the major **OR** ,

You have (or within 9 months will have) completed one year of graduate education in one of the majors listed above. **OR**,

You have worked in an IT Specialist (Systems Administration), GS-2210-5 position for at least one year. **OR**,

You have at least one year of work experience developing and testing software programs or developing and testing portions of more complex systems using 3rd and 4th generation languages such as C, C++, SAS, Developer 2000, Power Builder, Visual Basic, FORTRAN, and COBOL. Program requirements were established by higher level programmers. Your assignments and the steps to follow usually were defined by your supervisor or by standard operating procedures, and your work was checked closely for accuracy and adequacy. You was expected to recognize when deviations from standard procedures were necessary and to recommend appropriate changes. **OR**,

You have a combination of graduate education and work experience described above for a GS-7 an IT Specialist (Systems Administration) that equates to one year of experience.

SYSTEMS ADMINISTRATION SPECIALIZATION -- GS-9 Qualifications

You have (or within 9 months will have) a master's degree, or completed two years of progressively higher graduate education leading to a master's degree, in one of the majors listed above. **OR**,

You have worked in an IT Specialist (Systems Administration), GS-2210-7 position for at least one year. **OR**,

You have at least one year of systems administration experience in a VMS or Unix environment. You have a good working knowledge of the capabilities and limitations of the VMS or Unix operating systems, and have had some experience writing shell scripts and providing technical support to system users. You have created accounts where the resource allocation was predetermined. The scope of your assignments were most often defined for you, but you used some judgment in selecting specific approaches and, when necessary, made minor changes to adapt the methods to your specific work situations. Your analytical methods and results, and written products were closely reviewed for technical and analytical adequacy. **OR,**

You have a combination of graduate education (more than 1 academic year) and work experience described above for a GS-9 an IT Specialist (Systems Administration) that equates to two years of experience.

SYSTEMS ADMINISTRATION SPECIALIZATION -- GS-11 Qualifications

You have (or within 9 months will have) a Ph.D., or completed three years of progressively higher-level graduate education leading to a Ph.D., in one of the majors listed above. **OR,**

You have worked in an IT Specialist (Systems Administration), GS-2210-9 position for at least one year. **OR,**

You have at least one year of experience in a VMS or Unix environment with experience in areas such as user account creation, backup/restore, and providing general VMS or Unix support to system users. As part of your responsibilities, you have developed and/or maintained system documentation and standards. You have a thorough knowledge of the syntax, capabilities, and limitations of the VMS or Unix operating systems, including knowledge of the interaction between production programs and the operating system. You have experience in monitoring system resource utilization to detect and solve problems that are about to occur. Your analytical approaches and results were very generally reviewed for technical and professional adequacy. **OR,**

You have a combination of graduate education (more than 2 academic years but less than 3) and work experience described for a GS-11 IT Specialist (Systems Administration) that equates to three years of experience.

SYSTEMS ADMINISTRATION SPECIALIZATION -- GS-12 Qualifications

You have worked in an IT Specialist (Systems Administration), GS-2210-11 position for at least one year. **OR,**

You have at least one year of system administration experience in a VMS or Unix environment that included maintaining a DNS or NIS environment or installing or maintaining security software. In addition, you have a thorough knowledge of and experience with the VMS or Unix operating systems, including the interaction between production programs and the operating system. You have experience in determining the source of system crashes and identifying solutions to recover from them. You have evaluated upgrades and systems changes based on resource allocation. You have a basic understanding of telecommunications and how it interfaces with system hardware and software. You have written complex shell scripts to perform automated system management tasks to assist in trouble-shooting system problems. Your

assignments regularly included developing solutions to difficult problems that did not have readily available precedents. Your work was generally reviewed only for adherence to accepted standards.

NETWORK SERVICES SPECIALIZATION -- GS- 7 Qualifications:

You have (or within 9 months will have) a bachelor's degree **AND** superior academic achievement defined as one (or more) of the following:

- Membership in a national honor society
- Graduating in the upper 1/3 of the class,
- Earning an undergraduate grade point average of at least 2.95 (on a 4.0 scale) in the final 2 undergraduate years completed,
- Earning a cumulative undergraduate GPA of at least 2.95,
- Earning an undergraduate GPA of at least 3.45 in the major during the final 2 undergraduate years completed,
- Earning a cumulative undergraduate GPA of 3.45 in the major **OR**,

You have (or within 9 months will have) completed one year of graduate education in one of the majors listed above. **OR**,

You have worked in an IT Specialist (Network Services) GS-2210-5 position for at least one year. **OR**,

You have at least one year of LAN support work experience in a Unix, Novell, or Windows NT environment installing, troubleshooting and configuring PCs and peripherals. You have knowledge and understanding of hardware terminology and concepts such as RAM, SCSI, RAID, and IDE, and am familiar with basic office automation applications such as MS Office Suite, Corel Suite, and cc:Mail. Your assignments and the steps to follow usually were defined by your supervisor or by standard operating procedures, and your work was checked closely for accuracy and adequacy. You were expected to recognize when deviations from standard procedures were necessary and to recommend appropriate changes. **OR**,

You have a combination of graduate education and work experience described above for a GS-7 IT Specialist (Network Services) that equates to one year of experience.

NETWORK SERVICES SPECIALIZATION -- GS-9 Qualifications

You have (or within 9 months will have) a master's degree, or completed two years of progressively higher level graduate education leading to or a master's degree, in one of the majors listed above. **OR**,

You have worked in an IT Specialist (Network Services) GS-2210-7 position for at least one year. **OR**,

You have at least one year of LAN support or management experience in a Unix, Novell, or Windows NT environment setting up, installing, troubleshooting, and configuring PCs and peripherals, installing standalone or network copies of software to PCs, troubleshooting LAN hardware and software problems, and helping users with login, network printing, supporting

network client and application software. You have experience with installing and troubleshooting Windows 95 and Windows NT Workstation on the desktop and experience with installing, troubleshooting, and managing Novell NetWare 3.x, 4.x and Windows NT 3.x, 4.x. You have experience with server administration for a large network of approximately 100 or more users. You have provided professional support to the network users and used your analytical skills to investigate, identify, and evaluate user problems. Problems were solved by following established guidelines or by researching past solutions, or by developing your own solutions. The scope of your assignments were most often defined for you, but you used some judgment in selecting specific approaches and, when necessary, made minor changes to adapt the methods to your specific work situations. Your analytical methods and results were closely reviewed for technical and analytical adequacy. **OR,**

You have a combination of graduate education (more than 1 academic year) and work experience described above for a GS-9 IT Specialist (Network Services) that equates to two years of experience.

NETWORK SERVICES SPECIALIZATION -- GS-11 Qualifications

You have (or within 9 months will have) a Ph.D., or completed three years of progressively higher-level graduate education leading to a Ph.D., in one of the majors listed above. **OR,**

You have worked in an IT Specialist (Network Services) GS-2210-9 position for at least one year. **OR,**

You have at least one year of LAN support or management experience in a Unix, Novell, or Windows NT environment that included configuring, installing, and troubleshooting applications on the server. You have knowledge and understanding of telecommunication concepts and protocols such as switches, routers, hubs, TCP/IP, IPX, ATM, FDDI, Ethernet, and mirroring, clustering, and duplexing. Your experience included installing and troubleshooting COTS software to the desktop or server, and with providing "help desk" services and user training. You were responsible for deploying software installations and upgrades. You have experience in multiple server installations and upgrades for large networks of approximately 100 or more users. You assisted less experienced staff in problem resolution and in documenting solutions and procedures. You have a thorough knowledge of the syntax, capabilities, and limitations of the Unix operating system, including knowledge of the interaction between production programs and the operating system. Your analytical approaches and results were very generally reviewed for technical and professional adequacy. **OR,**

You have a combination of graduate education (more than 2 academic years but less than 3) and work experience described for a GS-11 IT Specialist (Network Services) that equates to three year

NETWORK SERVICES SPECIALIZATION -- GS-12 Qualifications

You have worked in an IT Specialist (Network Services) GS-2210-11 position for at least one year. **OR,**

You have at least one year of LAN support or management experience in a Unix, Novell, or Windows NT environment that included managing a Unix, Novell, or Windows NT server in a

production environment (managing user accounts, access rights, disk space allocation, troubleshooting network problems from the client level on up to the server level, and providing user training. Your experience includes the design and coordination of multiple server installations and networks for large systems supporting approximately 100 or more users. You developed solutions to difficult problems where there are no readily available precedents. You trained junior staff in problem resolution and the documentation of those solutions and procedures. You were responsible for deploying software installations and upgrades. You have expert knowledge of the operating system, telecommunication concepts and WAN technologies, and the latest SW/HW/Networking technologies. Your work was generally reviewed only for adherence to accepted standards.

DATA MANAGEMENT SPECIALIZATION -- GS-11 Qualifications

You have (or within 9 months will have) a Ph.D., or three years of progressively higher level graduate education leading to a Ph.D., in one of the majors listed above. **OR,**

You have worked in an IT Specialist (Data Management), GS-2210-9 position for at least one year. **OR,**

You have at least one year of experience as a database administrator for a relational database management system. This experience included performing logical and physical database design, building new databases, and modifying existing databases. Your work required knowledge and experience with database configuration management practices including database security, backup and recovery, and account management. You have some experience writing SQL script to monitor database performance for evaluation and tuning. Your analytical approaches and results were very generally reviewed for technical and professional adequacy. **OR,**

You have a combination of graduate education (more than 2 academic years but less than 3) and work experience described for a GS-11 IT Specialist (Data Management) that equates to three years of experience.

DATA MANAGEMENT SPECIALIZATION -- GS-12 Qualifications

You have worked in an IT Specialist (Data Management), GS-2210-11 position for at least one year. **OR,**

You have at least one year of experience as a database administrator for a relational database management system. This includes performing logical and physical database design, building new databases, and modifying existing databases based on an evaluation of customer requirements. Your work required establishing database configuration management policies and procedures for database installation, security, backup and recovery, and account management. You have extensive experience performing database monitoring and tuning to predict and resolve performance problems. In addition, you provided technical assistance and training to less experienced IT Specialists (Data Management). Your work was generally reviewed only for adherence to accepted standards.

OTHER INFORMATION:

To be eligible for Federal employment, male applicants born after December 31, 1959, must

certify at the time of appointment that they have registered with the Selective Service System, or are exempt from having to do so under Selective Service law.

Federal agencies provide reasonable accommodations to applicants with disabilities. If you need accommodation for any part of the application process, contact this OPM service center. If you need accommodation during the hiring process, contact the hiring agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

BASIS FOR RATING:

All applications are reviewed for the minimum qualification requirements using the responses to the occupational questionnaire, resume and transcripts. Applicants will receive a notice indicating their eligibility for each of the grade level(s). A numeric score is not assigned until a request to fill a particular position is received. The score an applicant receives is based on the responses they made on the questionnaire. Qualified candidates are assigned a score between 70 and 100, not including points that may be assigned for veteran's preference. Please follow all instructions carefully. Errors or omissions may affect your rating.

CTAP/ICTAP:

IMPORTANT INFORMATION FOR SURPLUS OR DISPLACED FEDERAL EMPLOYEES (CAREER TRANSITION ASSISTANCE PLAN - CTAP INTERAGENCY CAREER TRANSITION ASSISTANCE PLAN - ICTAP)

Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) must be well-qualified for the position to receive consideration for special priority selection. CTAP or ICTAP eligibles will be considered well-qualified if **they are rated with a score of 90 or above.**

Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

HOW TO APPLY:

Your application will consist of three components. The **first** component consists of the occupational questionnaire that you must complete. The **second** component is your resume. The **final** component of your application consists of "other" application materials. Examples of these other materials include your college transcripts (if required) and documentation of veteran status (if applicable). Instructions on completing and submitting these items follow

APPLICATION MATERIALS WILL BE ACCEPTED UNTIL FURTHER NOTICE. FAILURE TO PROVIDE COMPLETE INFORMATION MAY RESULT IN YOUR NOT RECEIVING CONSIDERATION FOR THIS POSITION. Your application materials will not be returned. Do not submit original documents that you may need in the future.

STEP ONE:

Complete and Submit the Occupational Questionnaire

Submit your answers on-line via the USAJOBS web site.

1. Connect to the USAJOBS web site at <http://www.usajobs.opm.gov>
2. Click on On-line Application (on the USAJOBS logo, or on the text line below the logo)
3. Click on "Complete On-line Occupational Questionnaire"
4. Scroll down the on-line application screen until the "Enter Vacancy ID" box appears
5. Enter Vacancy ID [WA118406](#) and click on "Submit" to begin the on-line application

We highly encourage you to complete the Occupational Questionnaire using the on-line method since it is the most efficient way for us to process your responses. If you are unable to submit your responses on-line, refer to the alternatives described under Alternative Methods for Completing Occupational Questionnaire at the end of this announcement.

Instructions for answering the questions in the Occupational Questionnaire:

Please use the following step-by-step instructions as a guide to filling out the required questionnaire. You will need to print the vacancy announcement and refer to it as you answer the questions. You may omit any optional information; however, you must provide responses to all required questions. Be sure to double check your application before submission.

Social Security Number

Enter your Social Security Number in the space indicated. Providing your Social Security Number is voluntary, however we can not process your application without it.

Vacancy Identification Number

Enter the Vacancy Identification Number: [WA118406](#)

1. Title of Job

Enter position title: [Information Technology Specialist](#)

2. Biographic Data

All biographic information is required, except for your telephone number and the contact time.

3. E-Mail Address

Notify me by E-Mail

Would you like to be notified by E-mail? Please indicate Yes or No.

E-Mail Address

If you would like to be notified by E-mail, please enter your E-mail address in the space provided. If you are using the C Form please print your email address in the blank space next to No.

4. Work Information

The Online Application will not ask you this question. On the C Form, you will leave this section blank.

5. Employment Availability

6. Citizenship

Are you a citizen of the United States?

7. Background Information

The Online Application will not ask you this question. On the C Form, you will leave this section blank.

8. Other Information

The Online Application will not ask you this question. On the C Form, you will leave this section blank.

9. Languages

Select from the list below up to 3 languages in which you are proficient. Enter the 2 digit code(s) corresponding to the language in each box.

- 01 = Any African Language
- 02 = Any Native American Language (Aleut, Navajo, etc.)
- 03 = Any Classical Language
- 04 = Asian/Near East Languages
- 05 = Asian/Far East Languages (Other than Chinese)
- 06 = Chinese
- 07 = French
- 08 = German
- 09 = Russian
- 10 = Sign Language
- 11 = Spanish
- 12 = Other European Languages
- 13 = Other Languages (Other than English)

- 01 Any African Language
- 02 Any Native American Language (Aleut, Navajo, etc.)
- 03 Any Classical Language
- 04 Asian/Near East Languages
- 05 Asian/Far East Languages (Other than Chinese)
- 06 Chinese

- 07 French
- 08 German
- 09 Russian
- 11 Sign Language
- 11 Spanish
- 12 Other European Languages
- 13 Other Languages (Other than English)

10. Lowest Grade

Enter the lowest grade level (05 - 12) you will accept.

11. Miscellaneous Information

The Online Application will not ask you this question. On the C Form, you will leave this section blank.

12. Special Knowledge

The Online Application will not ask you this question. On the C Form, you will leave this section blank.

13. Test Location

The Online Application will not ask you this question. On the C Form, you will leave this section blank.

14. Veteran Preference Claim

Required. Enter your claim for Veterans' Preference.

15. Dates of Active Duty - Military Service

These dates are required if you have claimed Veterans' Preference unless you have claimed derived Preference (i.e., widows, spouse, etc.)

16. Availability Date

You may omit the availability date if you can begin work immediately. Otherwise, you must provide the date that you will be available for employment.

17. Service Computation Date

The Online Application will not ask you this question. On the C Form, you will leave this section blank.

18. Other Date Information

The Online Application will not ask you this question. On the C Form, you will leave this section blank.

19. Job Preference

The Online Application will not ask you this question. On the C Form, you will leave this section blank.

20. Occupational Specialties

Enter at least one occupational specialty code. The specialty codes for these positions are:

001 APPLICATIONS SOFTWARE
002 SYSTEMS ADMINISTRATION
003 NETWORK SERVICES
004 DATA MANAGEMENT

21. Geographic Availability

Enter at least one geographic availability location code. The location code for these positions is:

0197 SUITLAND, MD

22. Transition Assistance Plan

In this section indicate if you are a surplus or displaced Federal employee requesting special priority consideration under the Career Transition Assistance Plan (CTAP) or the Interagency Career Transition Assistance Plan (ICTAP).

Note: To receive consideration for CTAP or ICTAP, you must submit the necessary supporting documentation. Refer to the vacancy announcement for additional information and instructions.

23. Job Related Experience

Years

Months

24. Personal Background Information

The Online Application will not ask you this question. On the C Form, you will leave this section blank.

25. Occupational Questions

Please ensure that you can provide specific examples or documentation of your education or experience as proof that you have had this type of experience. You may be asked to provide such evidence or documentation at a later stage in the selection process. Your answers will be verified against the narrative information you provide in your resume or application, information your references provide, college transcripts, background checks, job interviews, or any other information obtained during the application process. Any exaggeration of your experience or any attempt to conceal information can be cause for not selecting you, for firing you after you begin employment, and for barring you from applying for Federal employment. Therefore, carefully

enter the information that accurately reflects your actual employment and/or educational background. The following questions ask you to describe your educational background, your work, and other experiences in order to determine your qualifications for the grade levels to be filled.

1. I have a bachelor's degree (or its equivalent at least 120 semester hours of progressively higher study) with a major in: -computer science, -information science, -information systems management, -mathematics, -statistics, -operations research, -engineering, or -another major which provided knowledge equivalent to a major in a computer field.

A. Yes

B. Yes, I will have this within nine months

C. No

With the materials you submit, you will need to include specific information on classes you will be completing within the next 9 months if you need these classes in order to qualify for this position. List the title and course number of the class, the department and college or university offering the class, the number of semester or quarter hours credit given for the class, and the date you expect to complete the class.

2. I do not have a degree in the courses listed above, but I have at least three years (36 months) of work experience that provided a basic knowledge of data processing functions and general management principles such that I understand the stages required to automate a work process. This experience was gained in work such as computer assistant, program analyst, or other positions that required the development or adaptation of computer programs and systems OR, I have a combination of undergraduate education (less than 120 hours) and work experience described for a GS-5 (less than 3 years).

A. Yes

B. No

A yes response to questions 1 or 2 will qualify you at the GS-5 level for all specialties advertised in this announcement. GS-7 Qualifications: APPLICATIONS SOFTWARE SPECIALIZATION

3. I have a bachelor's degree AND superior academic achievement defined as one (or more) of the following: - membership in a national honor society, - graduating in the upper 1/3 of the class, - earning an undergraduate grade point average of at least 2.95 (on a 4.0 scale) in the final 2 undergraduate years completed, - earning a cumulative undergraduate GPA of at least 2.95, - earning an undergraduate GPA of at least 3.45 in the major during the final 2 undergraduate years completed, - earning a cumulative undergraduate GPA of 3.45 in the major.

A. Yes

B. Yes, I will have this within nine months

C. No

4. I have completed one year of graduate education in one of the majors listed under question 1 in this questionnaire.

A. Yes

- B. Yes, I will have this within nine months
- C. No

5. I have worked in a an IT Specialist (Applications Software) , GS-2210-5, Applications Developer, position for at least one year.

- A. Yes
- B. No

6. I have at least one year of work experience developing and testing software programs or developing and testing portions of more complex systems using 3rd and 4th generation languages such as C, C++, SAS, Developer 2000, Power Builder, Visual Basic, FORTRAN, and COBOL. Higher-level programmers established program requirements. My assignments and the steps to follow usually were defined by my supervisor or by standard operating procedures, and my work was checked closely for accuracy and adequacy. I was expected to recognize when deviations from standard procedures were necessary and to recommend appropriate changes. OR, I have a combination of graduate education (less than one year) and work experience described above for a GS-7 IT Specialist (Applications Software) (less than one year) that totals one year.

- A. Yes
- B. No

A yes response to questions 3, 4, 5, or 6 will qualify you as an IT Specialist (Applications Software) at the GS-7 level. GS-9 Qualifications: APPLICATIONS SOFTWARE SPECIALIZATION

7. I have a master's degree, or I have completed two years of progressively higher level graduate education leading to a master's degree, in one of the majors listed under question1 in this questionnaire.

- A. Yes
- B. Yes, I will have this within nine months
- C. No

8. I have worked in an IT Specialist (Applications Software), GS-2210-7 position for at least one year.

- A. Yes
- B. No

9. I have at least one year of experience writing software in a production environment that requires a good working knowledge of the syntax, capabilities, and limitations of a programming language, as well as working knowledge of and experience with the operating system under which the software operates. The scope of my assignments were most often defined for me, but I used some judgement in selecting specific approaches and, when necessary, made minor changes to adapt the methods to my specific work situations. My analytical methods and results, and written products were closely reviewed for technical and analytical adequacy. OR, I have a combination of graduate education (more than 1 academic year but less than 2) and work

experience described above for a GS-9 IT Specialist (Applications Software) (less than 1 year) that totals one year. Only graduate education beyond the first year (18 semester hours or quarter hour equivalent) can be combined with experience to total one year.

- A. Yes
- B. No

A yes response to questions 7, 8, or 9 will qualify you as an IT Specialist (Applications Software) at the GS-9 level GS-11 Qualifications: APPLICATIONS SOFTWARE SPECIALIZATION

10. I have a Ph.D., or I have completed three years of progressively higher level graduate education leading to a Ph.D., in one of the majors listed under question 1 of this questionnaire.

- A. Yes
- B. Yes, I will have this within nine months
- C. No

11. I have worked in an IT Specialist (Applications Software), GS-2210-9 position for at least one year.

- A. Yes
- B. No

12. I have at least one year of experience designing and developing software in a production environment that requires a thorough knowledge of the syntax, capabilities, and limitations of a programming language, as well as responsibility for implementation of the software, and detailed knowledge of and experience with the operating system under which the software operates, including the interaction between production programs and the operating system. My analytical approaches and results were very generally reviewed for technical and professional adequacy. OR, I have a combination of graduate education (more than 2 academic years but less than 3) and work experience described for a GS-11 IT Specialist (Applications Software) (less than 1 year) that totals one year. Only graduate education beyond the second year (36 semester hours or quarter hour equivalent) can be combined with experience to total one year.

- A. Yes
- B. No

A yes response to questions 10, 11, or 12 will qualify you as an IT Specialist (Applications Software) at the GS-11 level. GS-12 Qualifications: APPLICATIONS SOFTWARE SPECIALIZATION

13. I have worked in an IT Specialist (Applications Software), GS-2210-11 position for at least one year.

- A. Yes
- B. No

14. I have at least one year of experience designing and developing software systems in a production environment, based on interviews with customers and translation of very general

requirements; a thorough knowledge of the syntax, capabilities, and limitations of a programming language, as well as responsibility for implementation of the software. My work required that I have knowledge of and experience with the operating system under which the software operates, including the interaction between production programs and the operating system. My assignments regularly included developing solutions to difficult problems that did not have readily available precedents. My work was generally reviewed only for adherence to accepted standards.

A. Yes

B. No

A yes response to questions 13 or 14 will qualify you as an IT Specialist (Applications Software) at the GS-12 level. GS-7 Qualifications: SYSTEMS ADMINISTRATION SPECIALIZATION

15. I have a bachelor's degree AND superior academic achievement defined as one (or more) of the following: - Membership in a national honor society, - Graduating in the upper 1/3 of the class, - Earning an undergraduate grade point average of at least 2.95 (on a 4.0 scale) in the final 2 undergraduate years completed, - earning a cumulative undergraduate GPA of at least 2.95, - Earning an undergraduate GPA of at least 3.45 in the major during the final 2 undergraduate years completed, - Earning a cumulative undergraduate GPA of 3.45 in the major

A. Yes

B. Yes, I will have this within nine months

C. No

16. I have completed one year of graduate education in one of the majors listed under question 1 of this questionnaire.

A. Yes

B. Yes, I will have this within nine months

C. No

17. I have worked in an IT Specialist (Systems Administration), GS-2210-5 position for at least one year.

A. Yes

B. No

18. I have at least one year of work experience developing and testing software programs or developing and testing portions of more complex systems using 3rd and 4th generation languages such as C, C++, SAS, Developer 2000, Power Builder, Visual Basic, FORTRAN, and COBOL. Program requirements were established by higher level programmers. My assignments and the steps to follow usually were defined by my supervisor or by standard operating procedures, and my work was checked closely for accuracy and adequacy. I was expected to recognize when deviations from standard procedures were necessary and to recommend appropriate changes. OR, I have a combination of graduate education (less than one year) and work experience described above for a GS-7 IT SPECIALIST (SYSTEMS ADMINISTRATION) (less than one year) that totals one year.

- A. Yes
- B. No

A yes response to questions 15, 16, 17, or 18 will qualify you as an IT Specialist (Systems Administration) at the GS-7 level. GS-9 Qualifications: SYSTEMS ADMINISTRATION SPECIALIZATION

19. I have a master's degree, or I have completed two years of progressively higher level graduate education leading to a master's degree, in one of the majors listed under question 1 of this questionnaire.

- A. Yes
- B. Yes, I will have this within nine months
- C. No

20. I have worked in an IT Specialist (Systems Administration), GS-2210-7 position for at least one year.

- A. Yes
- B. No

21. I have at least one year of systems administration experience in a VMS or Unix environment. I have a good working knowledge of the capabilities and limitations of the VMS or Unix operating systems, and have had some experience writing shell scripts and providing technical support to system users. I have created accounts where the resource allocation was predetermined. The scope of my assignments were most often defined for me, but I used some judgement in selecting specific approaches and, when necessary, made minor changes to adapt the methods to my specific work situations. My analytical methods and results, and written products were closely reviewed for technical and analytical adequacy. OR, I have a combination of graduate education (more than 1 academic year but less than 2) and work experience described above for a GS-9 Systems Administrator/Manager (less than 1 year) that totals one year. Only graduate education beyond the first year (18 semester hours or quarter hour equivalent) can be combined with experience to total one year.

- A. Yes
- B. No

A yes response to questions 19, 20, or 21 will qualify you as an IT Specialist (Systems Administration) at the GS-9 level. GS-11 Qualifications: SYSTEMS ADMINISTRATION SPECIALIZATION

22. I have a Ph.D., or I have three years of progressively higher level graduate education leading to a Ph.D., in one of the majors listed under question 1 of this questionnaire.

- A. Yes
- B. Yes, I will have this within nine months
- C. No

23. I have worked in an IT Specialist (Systems Administration), GS-2210-9 position for at least

one year.

A. Yes

B. No

24. I have at least one year of experience in a VMS or Unix environment with experience in areas such as user account creation, backup/restore, and providing general VMS or Unix support to system users. As part of my responsibilities, I have developed and/or maintained system documentation and standards. I have a thorough knowledge of the syntax, capabilities, and limitations of the VMS or Unix operating systems, including knowledge of the interaction between production programs and the operating system. I have experience in monitoring system resource utilization to detect and solve problems that are about to occur. My analytical approaches and results were very generally reviewed for technical and professional adequacy. OR, I have a combination of graduate education (more than 2 academic years but less than 3) and work experience described for a GS-11 an IT Specialist (Systems Administration) (less than 1 year) that totals one year. Only graduate education beyond the second year (36 semester hours or quarter hour equivalent) can be combined with experience to total one year.

A. Yes

B. No

A yes response to questions 22, 23, or 24 will qualify you as an IT Specialist (Systems Administration) at the GS-11 level. GS-12 Qualifications: SYSTEMS ADMINISTRATION SPECIALIZATION

25. I have worked in an IT Specialist (Systems Administration), GS-2210-11 position for one year.

A. Yes

B. No

26. I have at least one year of system administration experience in a VMS or Unix environment that included maintaining a DNS or NIS environment or installing or maintaining security software. In addition, I have a thorough knowledge of and experience with the VMS or Unix operating systems, including the interaction between production programs and the operating system. I have experience in determining the source of system crashes and identifying solutions to recover from them. I have evaluated upgrades and systems changes based on resource allocation. I have a basic understanding of telecommunications and how it interfaces with system hardware and software. I have written complex shell scripts to perform automated system management tasks to assist in trouble-shooting system problems. My assignments regularly included developing solutions to difficult problems that did not have readily available precedents. My work was generally reviewed only for adherence to accepted standards.

A. Yes

B. No

A yes response to questions 25 or 26 will qualify you as an IT Specialist (Systems Administration), GS-2210 at the GS-12 level. GS-7 Qualifications: NETWORK SERVICES SPECIALIZATION

27. I have a bachelor's degree AND superior academic achievement defined as one (or more) of the following: - membership in a national honor society, - graduating in the upper 1/3 of the class, - earning an undergraduate grade point average of at least 2.95 (on a 4.0 scale) in the final 2 undergraduate years completed, - earning a cumulative undergraduate GPA of at least 2.95, - earning an undergraduate GPA of at least 3.45 in the major during the final 2 undergraduate years completed, - earning a cumulative undergraduate GPA of 3.45 in the major.

- A. Yes
- B. Yes, I will have this within nine months
- C. No

28. I have completed one year of graduate education in one of the majors listed under question 1 of this questionnaire.

- A. Yes
- B. Yes, I will have this within nine months
- C. No

29. I have worked in an IT Specialist (Network Services), GS-2210-5 position for at least one year.

- A. Yes
- B. No

30. I have at least one year of LAN support work experience in a Unix, Novell, or Windows NT environment installing, troubleshooting and configuring PCs and peripherals. I have knowledge and understanding of hardware terminology and concepts such as RAM, SCSI, RAID, and IDE, and am familiar with basic office automation applications such as MS Office Suite, Corel Suite, and cc:Mail. My assignments and the steps to follow usually were defined by my supervisor or by standard operating procedures, and my work was checked closely for accuracy and adequacy. I was expected to recognize when deviations from standard procedures were necessary and to recommend appropriate changes. OR, I have a combination of graduate education (less than one year) and work experience described above for a GS-7 (Network Services), GS-2210 (less than one year) that totals one year.

- A. Yes
- B. No

A yes response to questions 27, 28, 29, or 30 will qualify you for an IT Specialist (Network Services) position at the GS-7 level. GS-9 Qualifications: IT SPECIALIST (Network Services) SPECIALIZATION

31. I have a master's degree, or I have completed two years of progressively higher level graduate education leading to a master's degree, in one of the majors listed under question 1 of this questionnaire.

- A. Yes
- B. Yes, I will have this within nine months
- C. No

32. I have worked in an IT Specialist (Network Services), GS-2210-7 position for at least one year.

A. Yes

B. No

33. I have at least one year of LAN support or management experience in a Unix, Novell, or Windows NT environment setting up, installing, troubleshooting, and configuring PCs and peripherals, installing standalone or network copies of software to PCs, troubleshooting LAN hardware and software problems, and helping users with login, network printing, supporting network client and application software. I have experience with installing and troubleshooting Windows 95 and Windows NT Workstation on the desktop and experience with installing, troubleshooting, and managing Novell NetWare 3.x, 4.x and Windows NT 3.x, and 4.x. I have experience with server administration for a large network of approximately 100 or more users. I have provided professional support to the network users and used my analytical skills to investigate, identify, and evaluate user problems. Problems were solved by following established guidelines or by researching past solutions, or by developing my own solutions. The scope of my assignments were most often defined for me, but I used some judgment in selecting specific approaches and, when necessary, made minor changes to adapt the methods to my specific work situations. My analytical methods and results were closely reviewed for technical and analytical adequacy. OR, I have a combination of graduate education (more than 1 academic year but less than 2) and work experience described above for a GS-9 IT Specialist (Network Services) (less than 1 year) that total one year. Only graduate education beyond the first year (18 semester hours or quarter hour equivalent) can be combined with experience to total one year.

A. Yes

B. No

A yes response to questions 31, 32, or 33 will qualify you for an IT Specialist (Network Services) position at the GS-9 level. GS-11 Qualifications: NETWORK SERVICES SPECIALIZATION

34. I have a Ph.D., or I have completed three years of progressively higher level graduate education leading to a Ph.D., in one of the majors list under question 1 of this questionnaire.

A. Yes

B. Yes, I will have this within nine months

C. No

35. I have worked in an IT Specialist (Network Services) GS-2210-9, position for at least one year.

A. Yes

B. No

36. I have at least one year of LAN support or management experience in a Unix, Novell, or Windows NT environment that included configuring, installing, and troubleshooting applications on the server. I have knowledge and understanding of telecommunication concepts and protocols such as switches, routers, hubs, TCP/IP, IPX, ATM, FDDI, Ethernet, and mirroring, clustering,

and duplexing. My experience included installing and troubleshooting COTS software to the desktop or server, and with providing 'help desk' services and user training. I was responsible for deploying software installations and upgrades. I have experience in multiple server installations and upgrades for large networks of approximately 100 or more users. I assisted less experienced staff in problem resolution and in documenting solutions and procedures. I have a thorough knowledge of the syntax, capabilities, and limitations of the Unix operating system, including knowledge of the interaction between production programs and the operating system. My analytical approaches and results were very generally reviewed for technical and professional adequacy. OR, I have a combination of graduate education (more than 2 academic years but less than 3) and work experience described for a GS-11 IT Specialist (Network Services) (less than 1 year) that totals one year. Only graduate education beyond the second year (36 semester hours or quarter hour equivalent) can be combined with experience to total one year.

A. Yes

B. No

A yes response to questions 34, 35, or 36 will qualify you for an IT Specialist (Network Services) position at the GS-11 level. GS-12 Qualifications: NETWORK SERVICES SPECIALIZATION

37. I have worked in an IT Specialist (Network Services), GS-2210-11 position for at least one year.

A. Yes

B. No

38. I have at least one year of LAN support or management experience in a Unix, Novell, or Windows NT environment that included managing a Unix, Novell, or Windows NT server in a production environment (managing user accounts, access rights, disk space allocation, troubleshooting network problems from the client level on up to the server level, and providing user training. My experience includes the design and coordination of multiple server installations and networks for large systems supporting approximately 100 or more users. I developed solutions to difficult problems where there is no readily available precedent. I trained junior staff in problem resolution and the documentation of those solutions and procedures. I was responsible for deploying software installations and upgrades. I have expert knowledge of the operating system, telecommunication concepts and WAN technologies, and the latest SW/HW/Networking technologies. My work was generally reviewed only for adherence to accepted standards.

A. Yes

B. No

A yes response to questions 37 or 38 will qualify you for an Information Technology Specialist (Network Services) position at the GS-12 level. GS-11 Qualifications: DATA MANAGEMENT SPECIALIZATION

39. I have a Ph.D., or I have completed three years of progressively higher level graduate education leading to a Ph.D., in one of the majors listed under question 1 of this questionnaire.

- A. Yes
- B. Yes, I will have this within nine months
- C. No

40. I have worked in an IT Specialist (Data Management), GS-2210-9 position for at least one year.

- A. Yes
- B. No

41. I have at least one year of experience as a database administrator for a relational database management system. This experience included performing logical and physical database design, building new databases, and modifying existing databases. My work required knowledge and experience with database configuration management practices including database security, backup and recovery, and account management. I have some experience writing SQL script to monitor database performance for evaluation and tuning. My analytical approaches and results were very generally reviewed for technical and professional adequacy. OR, I have a combination of graduate education (more than 2 academic years but less than 3) and work experience as described for a GS-11 IT Specialist (Data Management) (less than 1 year) that totals one year. Only graduate education beyond the second year (36 semester hours or quarter hour equivalent) can be combined with experience to total one year.

- A. Yes
- B. No

A yes response to questions 39, 40, or 41 will qualify you for an IT Specialist (Data Management) at the GS-11 level. A yes response to questions 42, or 43 will qualify you for an IT Specialist (Data Management) at the GS-12 level. GS-12 Qualifications: DATA MANAGEMENT SPECIALIZATION

42. I have worked in an IT Specialist (Data Management), GS-2210-11 position for at least one year.

- A. Yes
- B. No

43. I have at least one year of experience as a database administrator for a relational database management system. This includes performing logical and physical database design, building new databases, and modifying existing databases based on an evaluation of customer requirements. My work required establishing database configuration management policies and procedures for database installation, security, backup and recovery, and account management. I have extensive experience performing database monitoring and tuning to predict and resolve performance problems. In addition, I provided technical assistance and training to less experienced IT Specialists (Data Management). My work was generally reviewed only for adherence to accepted standards.

- A. Yes
- B. No

In this part you will respond to questions about experiences you have had and tasks you have performed that are related to the duties of an IT Specialist. It is not expected that you will have education or experience in all of these areas. Answer all questions to the best of your ability. You may be asked to provide evidence or documentation that you have had this type of experience at a later stage in the selection process. Your responses are subject to verification against the narrative information you provide in your resume or application, information your references provide, college transcripts, background checks, job interviews, or any other information obtained during the application process. Any exaggeration of your experience or any attempt to conceal information can be cause for not selecting you, for firing you after you begin employment, and for barring you from applying for Federal employment. Therefore, carefully enter the information that accurately reflects your actual employment and/or educational background. For each of the following knowledge areas, choose the statement from the list below that best describes your experience and/or training in that task. Select only one statement for each knowledge area.

A- I have no education or experience in this.

B- I have had education or training using or doing this, or I have had less than 1 year of professional-level experience using or doing it.

C- I have more than 1 year but less than 2 years of professional-level experience using or doing this.

D- I have more than 2 years but less than 3 years of professional-level experience using or doing this.

E- I have had 3 or more years of professional-level experience using or doing this.

Writing, testing, debugging and documenting computer applications using the following:

44. Visual Basic

45. C

46. C++

47. Visual C++

48. Visual dBASE

49. Delphi

50. Assembler

51. Clipper

52. COBOL

53. Fortran

54. HTML

55. Web Tools (e.g., Corel Web Designer, Homesite, Front Page, Hot Dog, JAVA Script, etc.)

56. JAVA

- 57. Common Gateway Interface (CGI)
- 58. Pascal
- 59. Perl
- 60. Data access, manipulation and/or presentation using BASE SAS, SAS/ACCESS, SAS Macro.
- 61. Application development using SAS/AF, SAS/EIS, OR SAS/MDDDB Server.
- 62. Statistical analysis using SAS/STAT, JMP, or SAS/Insight.
- 63. Other statistical languages (e.g., SPSS, Minitab, S-PLUS, SUDAAN, MNDP, etc.)
- 64. Interactive SQL.
- 65. Script writing using the Korn shell, C shell or Bourne shell.
- 66. Oracle Financials Application Development
- 67. Oracle Designer 2000
- 68. Oracle Developer Tools (e.g., Oracle PL/SQL, Forms 4.5, SQL *Reportwriter, SQL *Plus, Oracle Web Developer, etc.)
- 69. PowerBuilder
- 70. Power Objects
- 71. On-line transaction processing (e.g., Application Control Management System, etc.)
- 72. Development of geographic systems and products to support census and survey field operations or data tabulation.

Operating systems used for application development

- 73. Unix
- 74. VMS (VAX/Alpha)
- 75. Unisys OS 1100
- 76. Windows (95, 98, or NT)
- 77. Other operating systems (e.g., OS/2, Macintosh OS, X-Windows, etc.)

Databases Experience with Oracle

- 78. Database administration
- 79. Oracle Financials database administration

80. Logical and physical database design

Experience with Rdb

81. Database administration

82. Logical and physical database design

83. Common data dictionary administration

Experience with other databases (DBase, Access, Paradox, Foxpro, Approach, Ingres, Informix, etc.)

84. Database administration

85. Logical and physical database design

Systems Support UNIX system administration

86. Install OS

87. Install and configure hardware (e.g., disks, system boards, SCSI cards, printers, etc.)

88. Install and configure software applications.

89. Monitoring, troubleshooting and tuning hardware performance

90. Perform backups using backup software and other backup products (e.g., EPOCH, Platinum, ARCserve, etc.)

91. Database installation and configuration

92. Developing system Programs to facilitate system administration

93. Mount file systems (e.g., NFS, etc.).

UNIX platforms supported

94. IRIX (SGI)

95. Solaris Sun

96. Digital UNIX (Compaq)

97. Other platforms (e.g., Hewlett Packard, etc.)

Other systems administration

98. VMS

99. Unisys

100. Familiarity with UNIX/NT integration tools such as SAMBA, Rhumba, VNC, etc.

Telecommunications and Network Support

101. Familiarity with the optimal configuration of switched Ethernet LANS in a multi protocol environment.
102. Familiarity with Cisco switches and Routers, particularly with configuration of virtual LANS AND ATM relays.
103. Install software on NT and NetWare servers
104. Troubleshoot hardware/software problems on a LAN
105. Train users on network utilities and software available for using the network
106. Install & maintain hardware (PC's, printers, CD-ROM's, scanners, servers, workstations, etc.)
107. Develop architectural designs for multiple sub netted Ethernets using switches and routers.
108. Develop and administer NetWare on an Ethernet based LAN.
109. Develop and administer a NetWare (Novell) based LAN.
110. Develop and administer a Windows NT Server.
111. Develop and administer other LAN systems (e.g., OS/2 LAN/Warp Server, Banyan Vines, etc.).
112. Install, configure, and maintain NetWare (Novell) based file, print, and communication servers.
113. Configure and troubleshoot bridges, routers, hubs, switches and gateways.
114. Understanding of the TCP/IP protocol stack, including its interaction with the Ethernet layer and ATM.
115. Install, configure, and support computer security systems, filters and/or internet firewalls.
116. Network operations center support using products such as Sun Net Manager, Optivity, Cisco Works, HP OpenView, NetSys, etc.
117. Install and support a cable plant (category five UTP).
118. Support and configure organization-wide electronic mail systems such as SMTP-GW's and message transfer agents (MTA's).
119. Perform Lotus Notes Administration.
120. Configure internet e-mail servers.
121. Install, configure, and support PC's with MS/DOS, Windows 3.x, Windows 95 and Windows NT operating systems.

- 122. Install, configure, and support PC's in a TCP/ IP and IPX multi-protocol environment.
- 123. Install and configure PC's with Novell and/or Microsoft client-based network connectivity software.
- 124. Install, configure, and support Novell administrative software such as SYSCON, NETCON, etc.
- 125. Install, configure, and support LAN backup systems such as EPOCH, Platinum, and Veritas Netbackup.

Software Engineering and Project Management

- 126. CASE tools (KnowledgeWare, Excellerator, etc.)
- 127. Configuration management
- 128. Develop functional requirements (Rapid Prototyping, Use Case, joint application development, etc.)
- 129. Object oriented analysis & design
- 130. Project planning and resource management
- 131. Software testing tools (Mercury WinRunner, etc.)
- 132. Software testing & quality assurance principles & techniques
- 133. Structured programming principles/techniques
- 134. System and user documentation
- 135. Systems analysis and design (DFD's, Data Modeling, etc.)

Other Skills

- 136. Analyze system performance
- 137. ADP contract management
- 138. Computer or ADP training/education
- 139. Computer help desk/technical support
- 140. Design, develop, or administer a data warehouse
- 141. Design on-line help applications
- 142. Document Management Tools (PC Docs, Domino.Doc, etc)
- 143. Geographic information systems (Landview, ARC Info, Atlas GIS, MAPInfo, etc.)
- 144. Graphic and presentation tools (PowerPoint, Presentations, Freelance, Brio, etc.)

- 145. GUI development
- 146. Design/develop on-line forms
- 147. Program computer-based questionnaires (using CASES, BLAISE, etc.)
- 148. Terminal emulation software (OnNet, SmarTerm, Reflections, Exceed, etc.)
- 149. Experience with design, development, and implementation of processing systems to support large-scale economic surveys or censuses.
- 150. Familiarity with the North American Industry Classification System.
- 151. Experience with electronic data capture or electronic data dissemination systems.
- 152. Experience with administrative records such as from Internal Revenue Service, Social Security Administration, or State Motor Vehicle Administrations.
- 153. Experience with the design, development and implementation of processing systems to support large-scale demographic surveys and/or censuses.
- 154. Familiarity with the structure and content of micro data files produced by one or more of the following major demographic surveys; the American Community Survey, the Current Population Survey, the Survey of Income and Program Participation, the American Housing Survey, The National Crime Victimization Survey, the Consumer Expenditure Survey, the Schools and Staffing Survey.
- 155. Experience with the design, development and implementation of large-scale financial and/or administrative management and information systems.

For each of the following areas or tasks, choose the statement from the list below that best describes your experience and/or training. Select only one statement for each task.

A- I do not have, or have not done, this.

B- I have, or have done, this.

- 156. Novell network engineer certification
- 157. Microsoft network engineer certification
- 158. Other network engineer certification (e.g., OS/2 LAN/Warp Server, Banyan Vines, etc.)

STEP TWO:

Resume

You must submit a resume, or OF-612 (Optional Application for Federal Employment), or other written application format of your choice. Be sure you provide all of the information requested below:

- Announcement Number, title and grade(s) for which you are applying.

- Social Security Number.
- Country of Citizenship.
- If ever employed by the Federal Government, please show the highest Federal civilian grade held, job series, and dates of employment in grade.
- Education
- Work experience including dates of employment, duties, employers name, address, and phone number
- Other relevant qualifications

Transcripts

- You must submit copies of college transcripts or a list of college courses taken that identify for each course the college or university, semester or quarter hours earned, grade and grade-point received.
- Please write on a separate sheet of paper, indicate on your transcripts, or list of college courses those courses that meet the basic education requirement for this position. Do not use a highlighter to mark these courses.
- Official college transcripts are not required at this time. However, you will need to provide a copy of your final official transcripts prior to appointment.
- There is no limit on the number of college transcript pages you may submit.
 - With the materials you submit you will need to provide specific information on classes you will be completing within the next nine months if you need these classes in order to qualify for the position. List the title and course number of the class, the department and college or university offering the class and the number of semester or quarter hour credits given for the class, and the date of expected completion.

Other application materials, as necessary

- If you are a current or former Federal employee, please submit a copy of your latest Notice of Personnel Action, SF-50.
- Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a). This includes a copy of the agency notice and a copy of their most recent SF-50 noting current position, grade level, and duty location.
- If you are applying for Veteran Preference, submit evidence of eligibility, such as a Certificate of Release or Discharge from Active Duty, DD-214, and Application for 10-Point Veteran Preference, Standard Form 15, and the

proof requested on the form. The Defense Authorization Act of November 18, 1997, extended veterans' preference to persons who served on active duty during the Gulf War from August 2, 1990, through January 2, 1992. The law grants preference to persons otherwise eligible and who served on active duty during this period, regardless of where the person served or for how long. The law also authorizes the Secretary of each military department to award the Armed Forces Expeditionary Medal for service in Bosnia during the period November 20, 1995, to a date to be determined. The award of the Medal is qualifying for veterans' preference. More information on veteran's preference is available in the VetGuide that may be found on the United States Office of Personnel Management web site <http://www.opm.gov/veterans/html/vetguide.htm>

STEP THREE:

SUBMIT APPLICATION MATERIALS:

1. Your application materials will not be returned. Do not submit original documents that you may need in the future.
2. Mail or fax your resume, transcripts, and other documents as a complete package. If you choose to submit college transcripts, official or unofficial, do not have your university or college submit them under separate cover. Transcripts must be submitted with your resume and other documents as a complete package.
3. If you completed the questionnaire electronically, submit the remaining application material (your resume, transcripts, and other material) by FAX, U.S. Postal Mail, or hand delivery.
 - A. To FAX your remaining application material
 1. Complete the Census Application Cover Page
 - a. The Cover Page appears after you complete the questionnaire electronically.
 - b. The Cover Page is also available at <http://www.usajobs.opm.gov/pdf/census.pdf>
 - c. In the Vacancy Identification Number blocks, enter *WA118406*
 2. Using this Cover Page, FAX your remaining application material to *1-800-601-8952*.
 - a. Your application/FAX should not be excessive, but it should provide enough information to support your responses to the application questionnaire. There is no limit on the number of college transcript pages you may submit; however, you may not submit more than 10 pages for any other documentation.
 - b. To mail, hand deliver, or deliver by courier your remaining application material see addresses in #4 and #5 below.
 4. If you completed the questionnaire by hard copy Form C, submit all application material (Form C, your resume, transcripts, and other material) by U.S. Postal Mail to:

U.S. Office of Personnel Management

Washington Service Center
ATTN: Vacancy Announcement WA118406
Post Office Box 14080
Washington, DC 20044

5. Applications may also be hand delivered between 7:00 a.m. and 6:30 p.m., Monday through Friday and placed into the Employment Application Drop Box at:

U.S. Office of Personnel Management
ATTN: Vacancy Announcement WA118406
1900 E Street, NW
Room 1416
Washington, DC 20415

Please include the position title and grade for which you are applying on the envelope.

CONTACT INFORMATION:

1. If you have questions about the status of your application or Notice of Results for this position, or if you experience problems submitting your resume and college transcripts by fax, you may call 1-888-866-5164.
2. If you experience problems with the electronic application for this position you may contact us at: usajobs_webmaster@opm.gov

HOW TO SUBMIT OTHER MATERIALS:

When you have completed your resume as requested in Step Two, and assembled the materials requested in Step Three, mail your resume and other application material to:

U.S. Office of Personnel Management
ATTN: Vacancy Identification Number WA118406

WASHINGTON SERVICE CENTER
1900 E STREET N W
ROOM 2469
WASHINGTON, DC20415

Please indicate on your resume whether you answered the Occupational Questionnaire on the USAJOBS web site, by phone, or via the paper application Form C(OPM Form 1203-FX).

In accordance with 39 U.S.C. Section 415, applications will not be accepted in postage paid government envelope.

Federal agencies provide reasonable accommodations to applicants with disabilities. If you need accommodation for any part of the application process, contact this OPM service center. If you need accommodation during the hiring process, contact the hiring agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

Alternative Methods for Applying

1. Submit your answers via telephone(long distance charges may apply):
 - a. Dial **1-478-757-3135**
 - b. Listen and follow the instructions
 - c. Enter Vacancy ID Number: **27118406** (Note: number appears different than elsewhere in this vacancy announcement to enable telephone application system to process your application)
 - d. Enter your Social Security Number
 - e. Some questions require a yes or no answer. Enter 1 for Yes; 2 for No
 - f. Follow the instructions under "Instructions for answering the questions in the Occupational Questionnaire" for the rest of the items. To record your responses to the occupational questions, you must use the numbers on the telephone keypad by selecting 1 for A; 2 for B; 3 for C; 4 for D; 5 for E, etc. When you have finished entering your responses to the questions, you will be given a chance to review and correct your responses.

OR

2. Submit your answers via paper application Form C (OPM Form 1203-FX): Paper application forms are available to those who are unable to complete the on-line application or telephone application process. Please apply on-line or by telephone, if possible. Using paper application forms may delay the processing of your application.

To obtain the Form C (OPM Form 1203-FX) on the web, you can:

Print the form from <http://www.opm.gov/forms/pdfimage/opm1203fx.pdf>

Note: You can also obtain this form from the Office of Personnel Management (OPM) main web page. The OPM main web page is located at www.opm.gov. Click on these links: Site Index; Forms; Office of Personnel Management (OPM) Forms; and finally OPM 1203 FX.

OR

To obtain the form by phone via USAJOBS, follow these steps:

1. Call USAJOBS by Phone at (478)757-3000
2. After the introductory message, press 1 to begin
3. At the main menu, select 3 to request forms and then 1 to begin recording
4. At the prompt, enter your zip code
5. At the next prompt, ask for Form C (OPM Form 1203-FX)

6. At the next prompt, record your name, address and telephone number

7. The system will allow you to review and change your request, address and telephone. When you are ready, press 3 to save your request. The form will be mailed to you.

To complete the paper Form C, follow the instructions under "Instructions for answering the questions in the Occupational Questionnaire." Be sure to enter your Social Security Number and the Vacancy Identification Number [WA118406](#) at the top of each of the six pages of the form.

Mail the completed Form C to us at the address listed in the paragraph "How to Submit your Resume and Other Application Materials" above.

ALL APPLICANTS ARE CONSIDERED WITHOUT REGARD TO RACE, RELIGION, COLOR, NATIONAL ORIGIN, SEX, POLITICAL AFFILIATION, AGE (WITH AUTHORIZED EXCEPTIONS) OR ANY OTHER NONMERIT FACTOR.